

Fig. 1

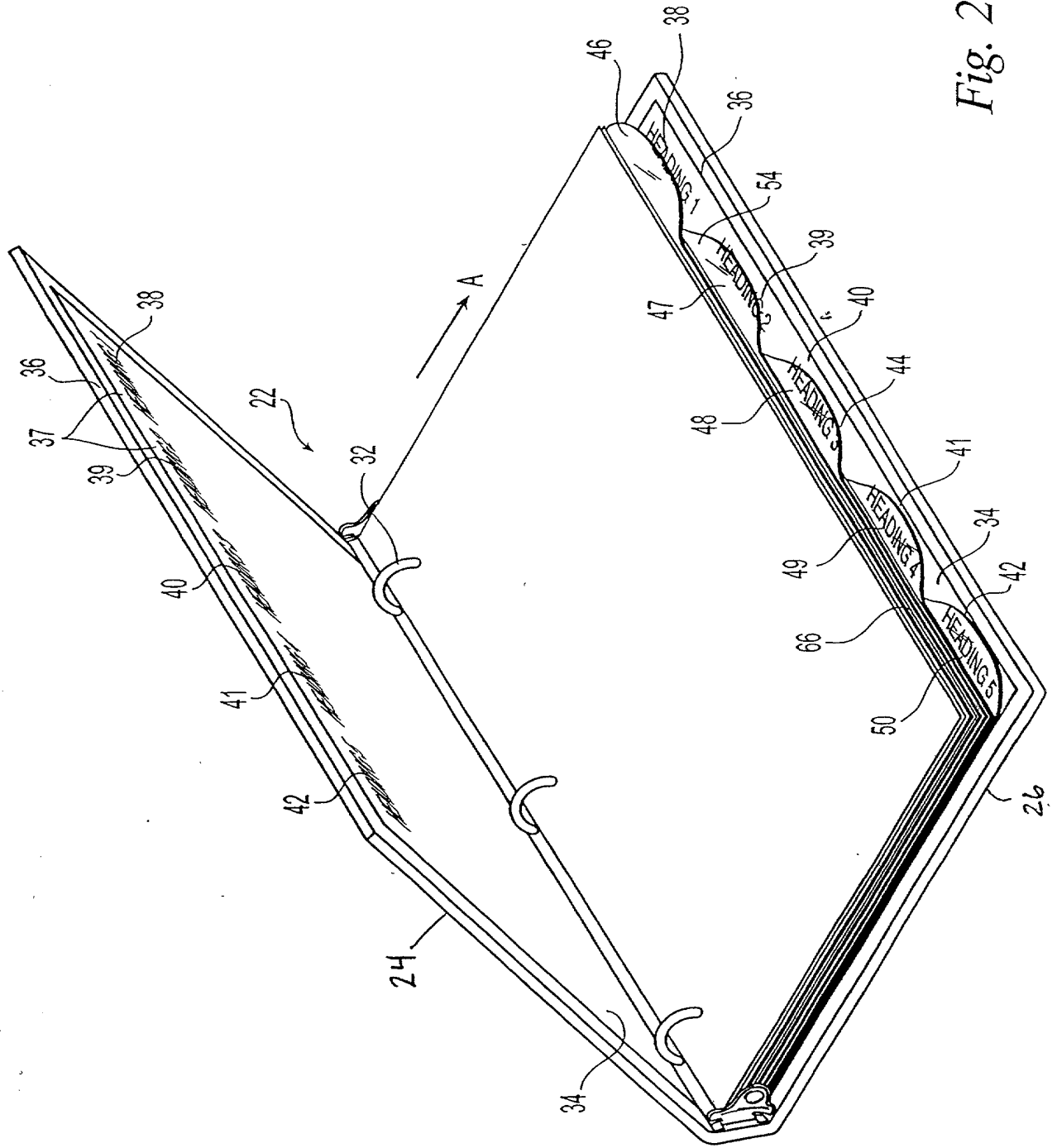


Fig. 2

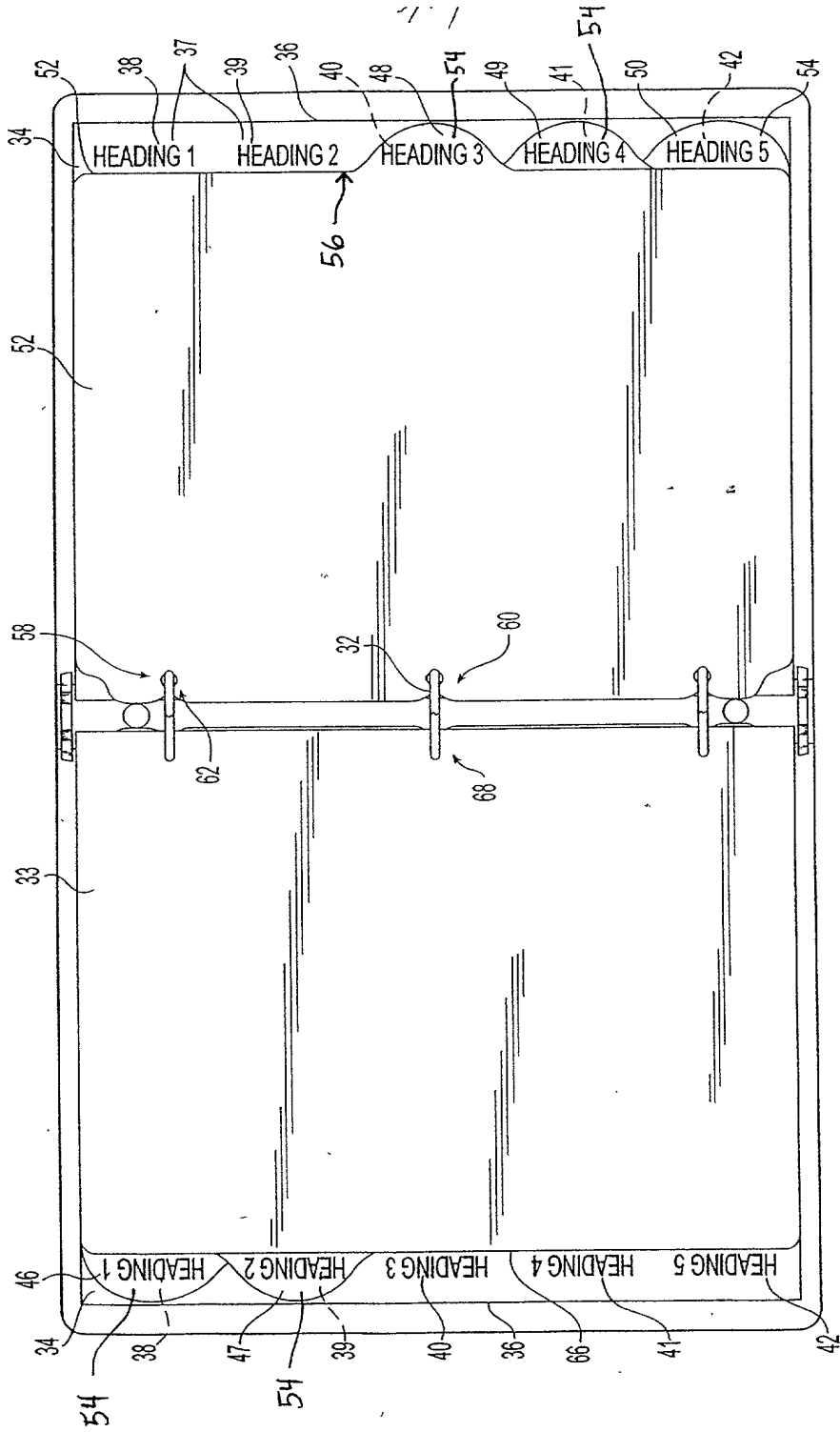


Fig. 3

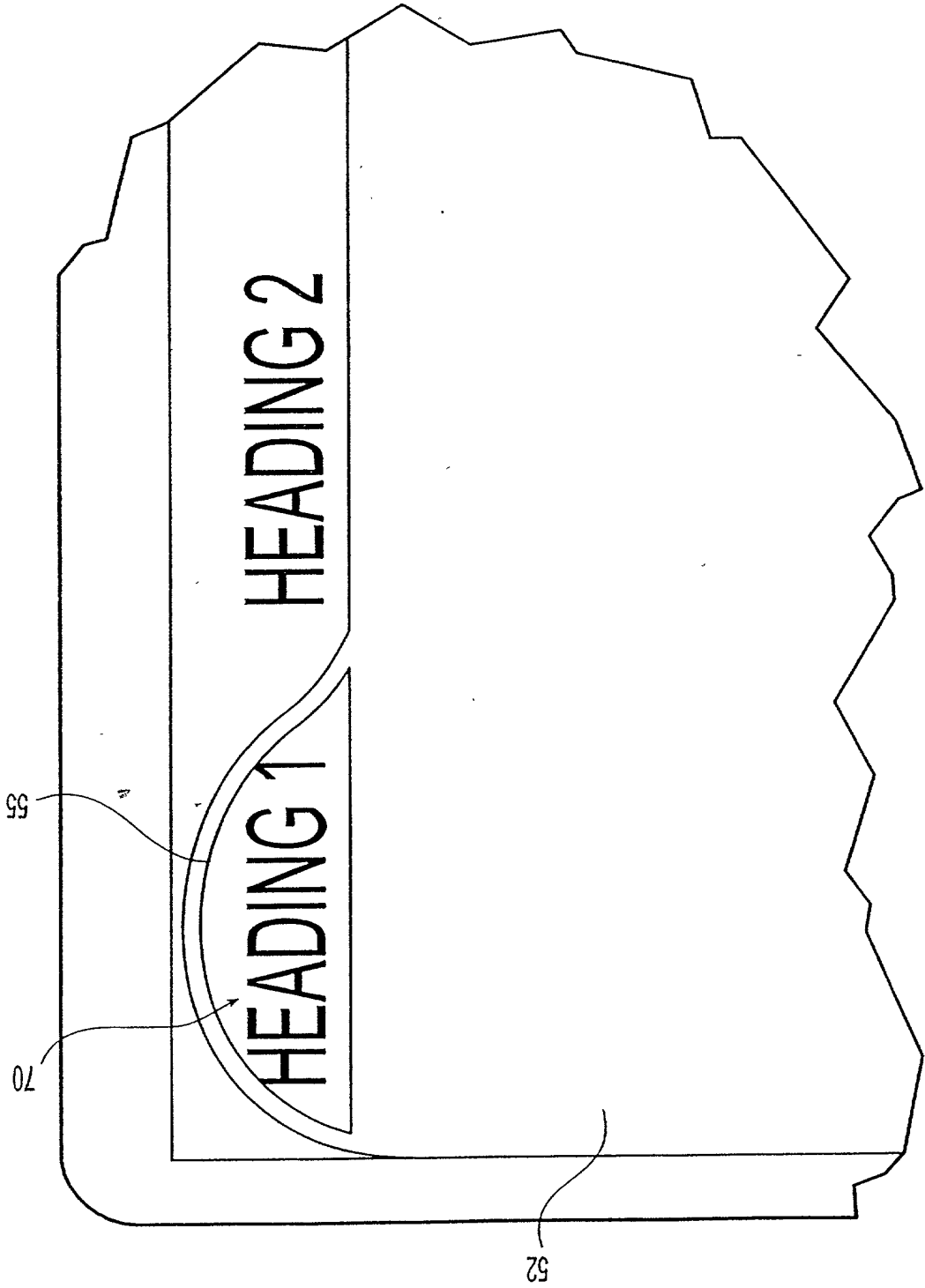
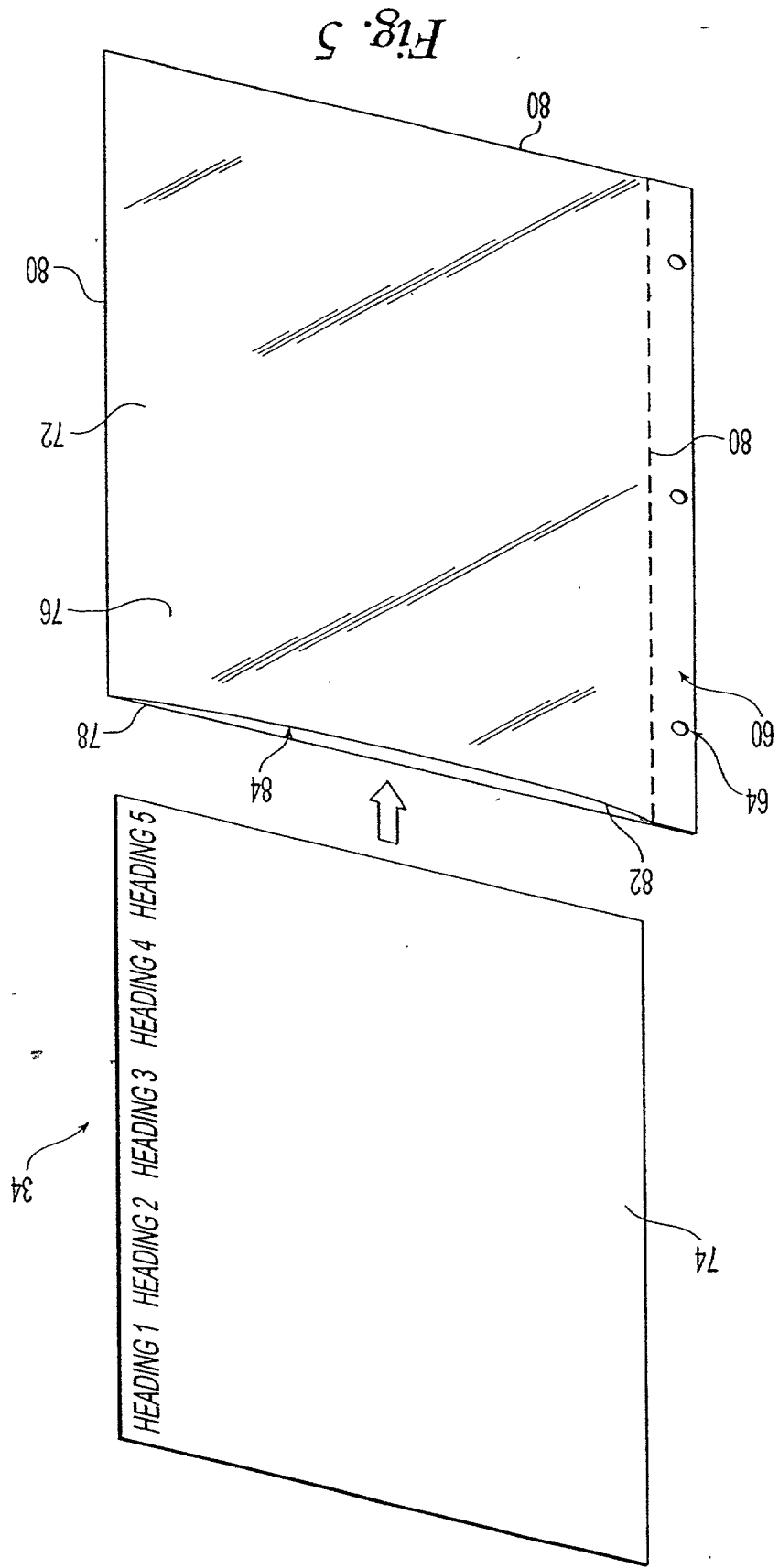


Fig. 4



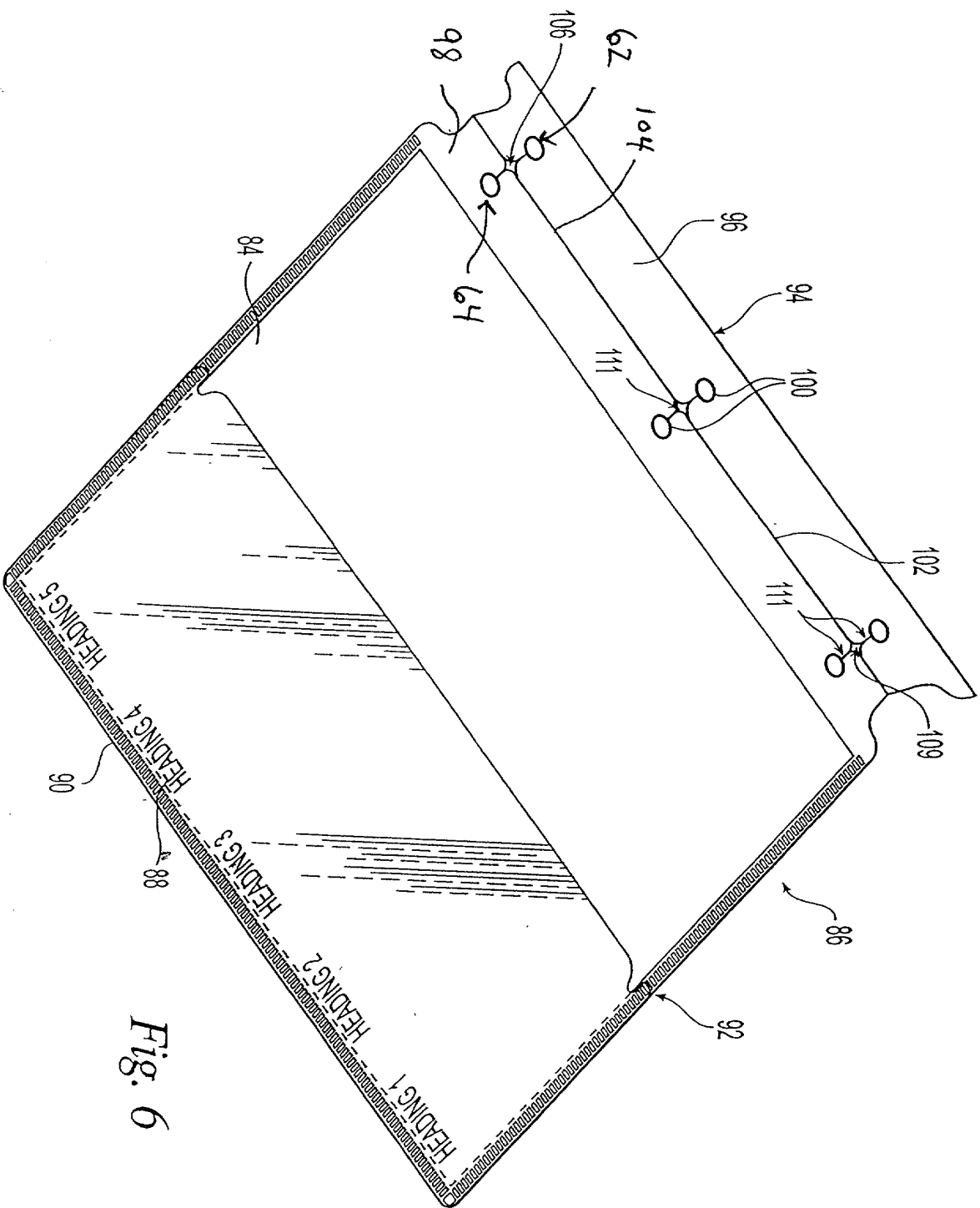


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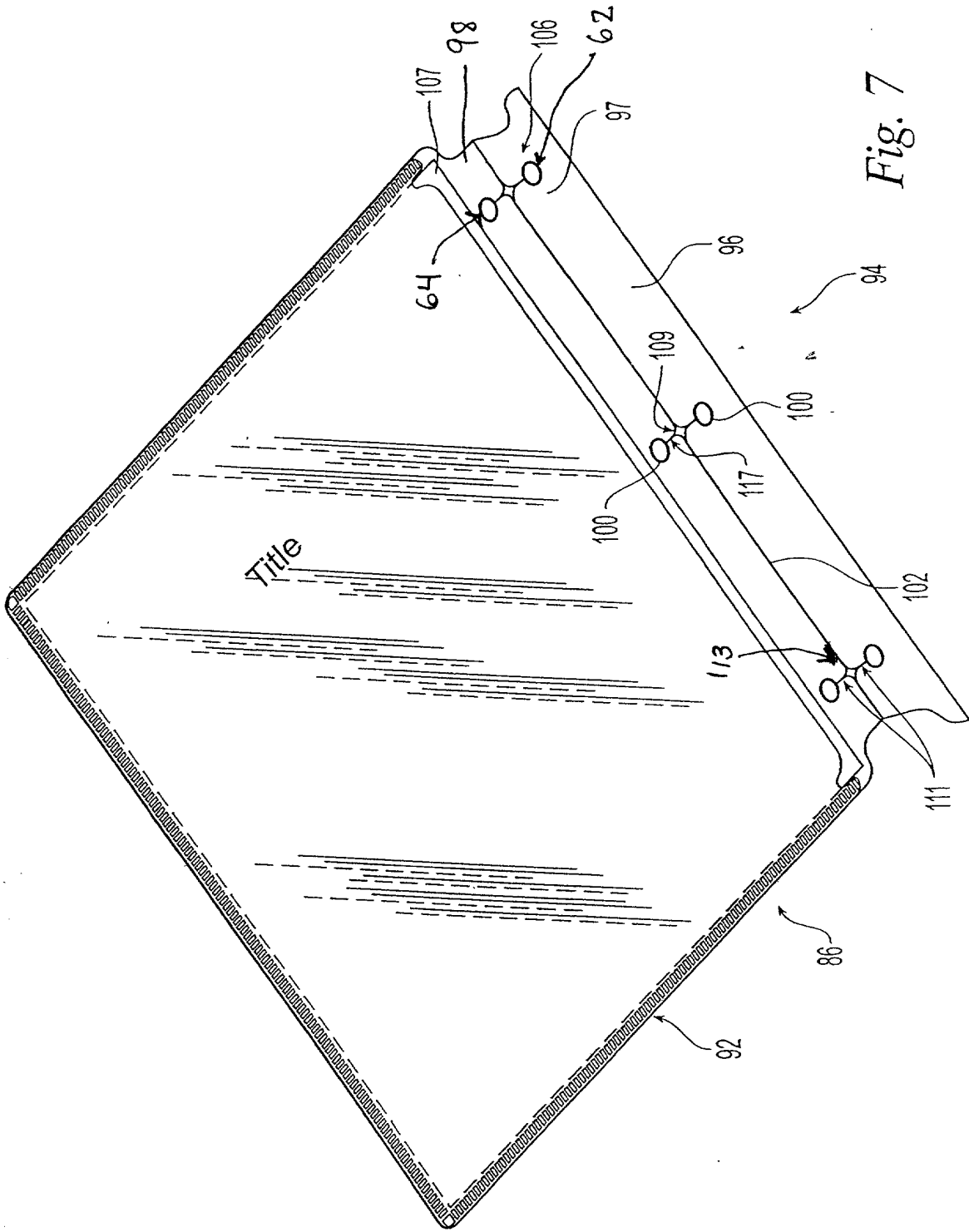


Fig. 7

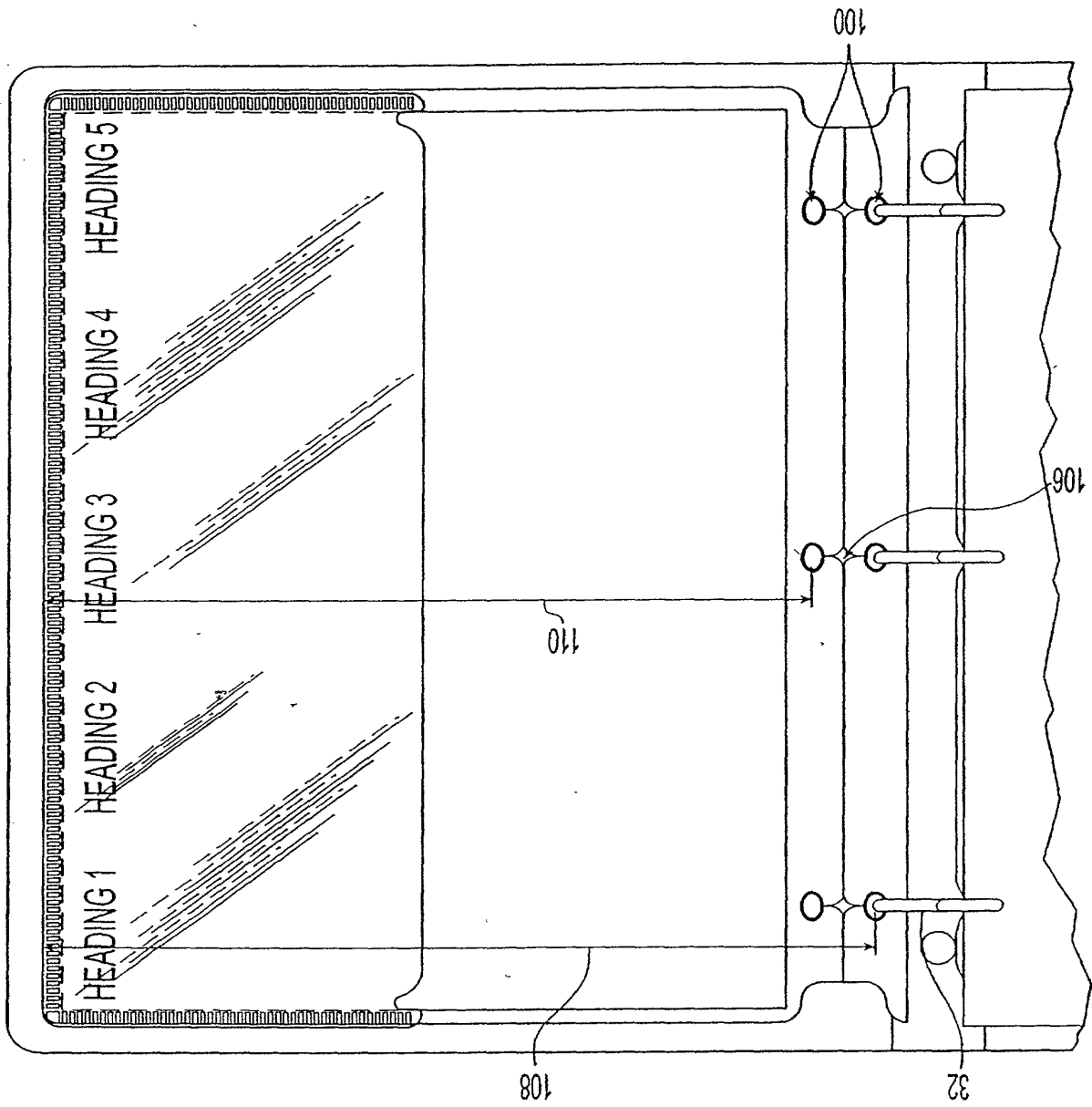


Fig. 8

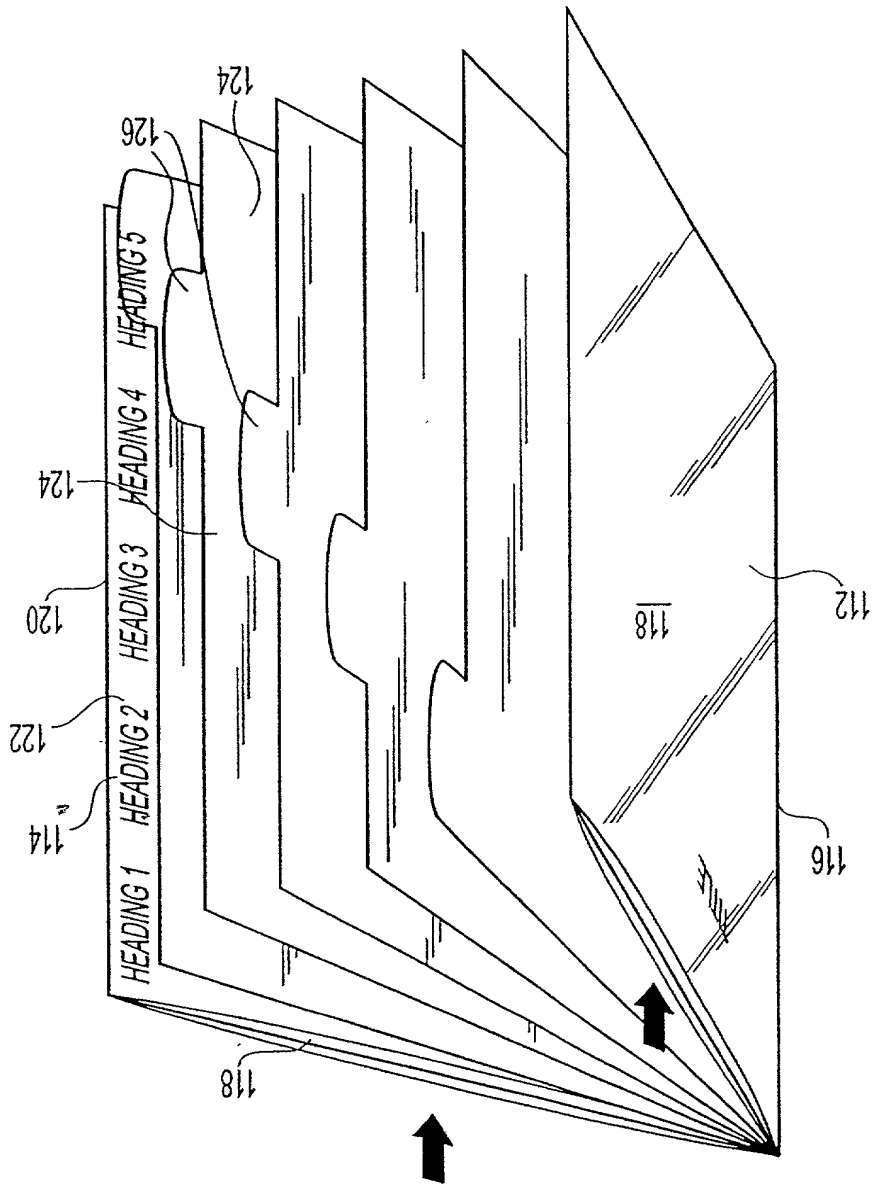


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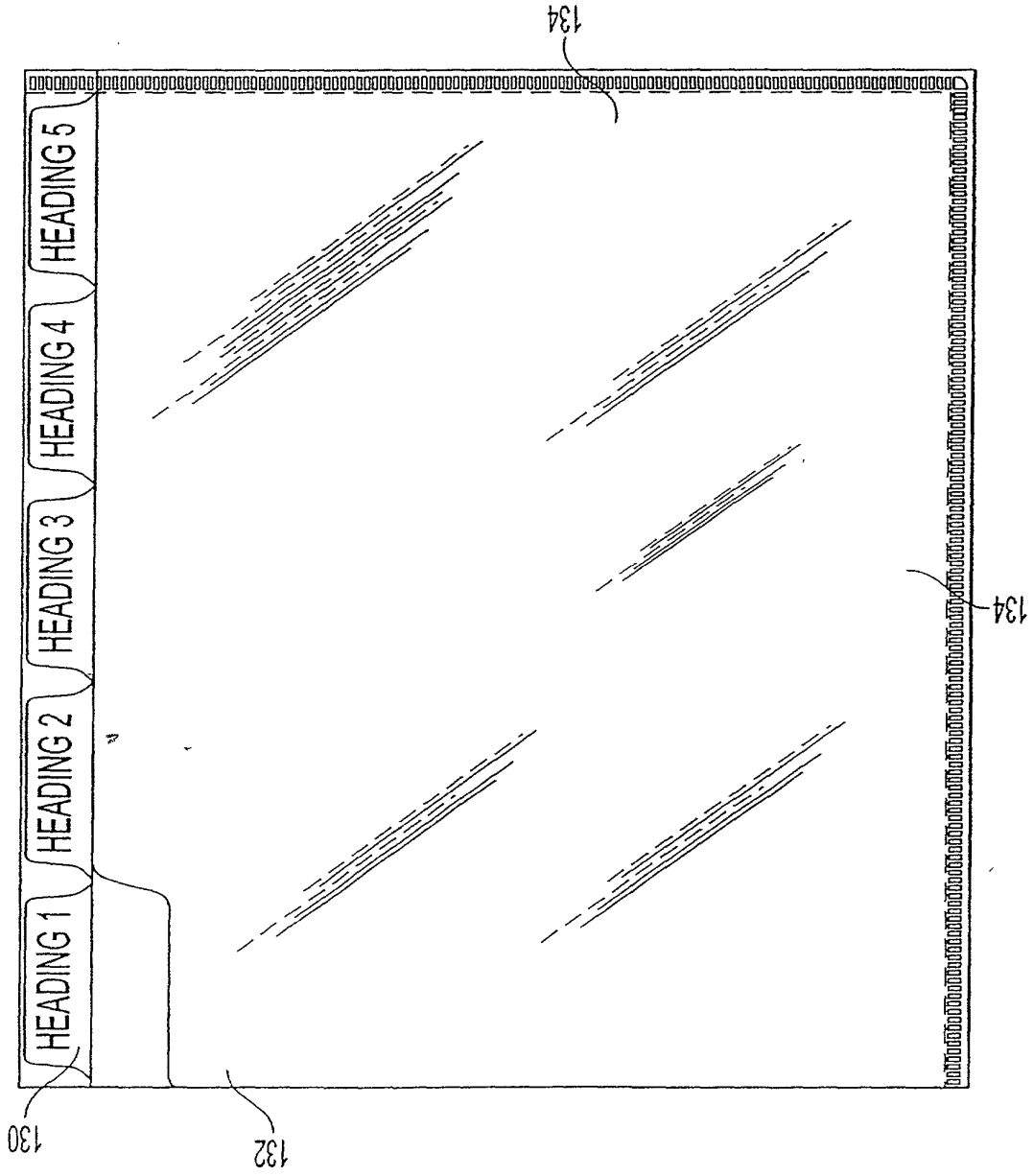
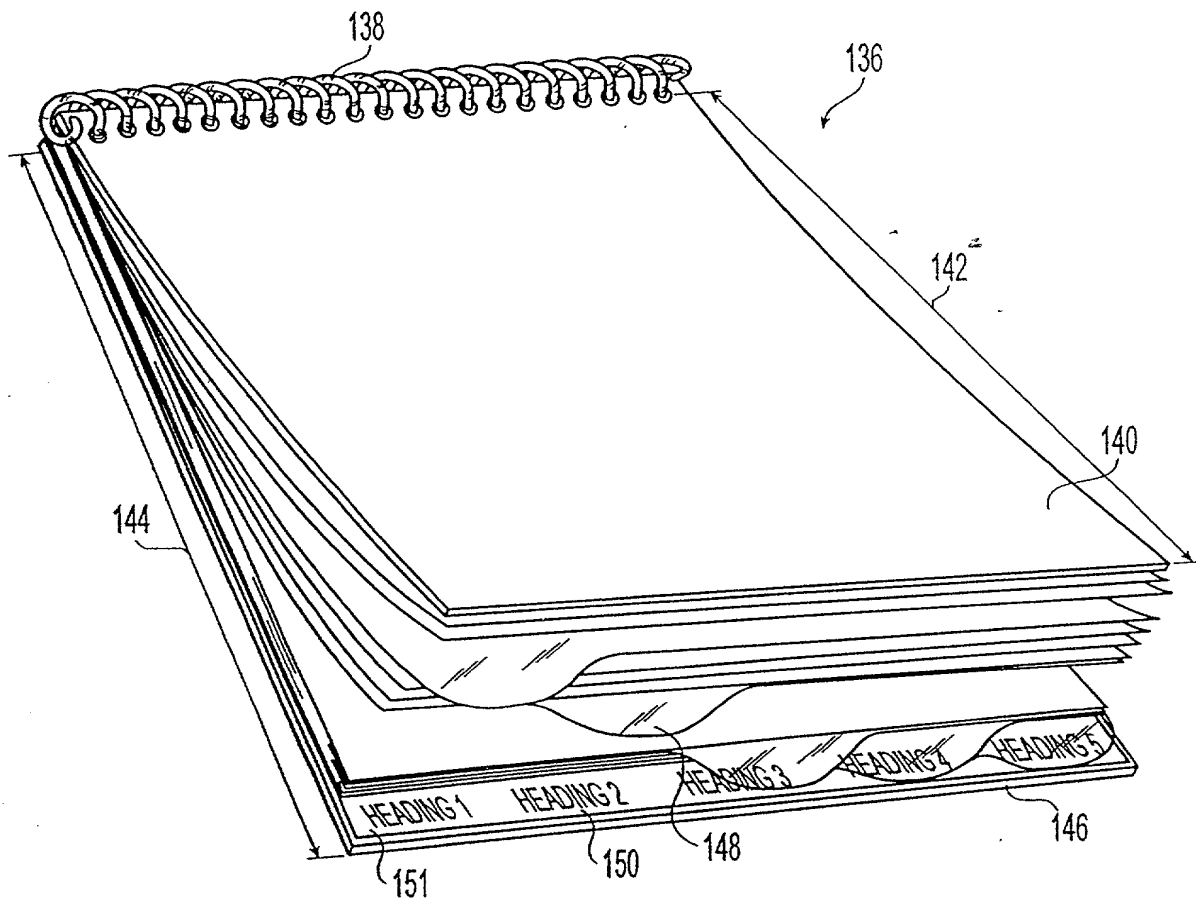


Fig. 10



*Fig. 11*

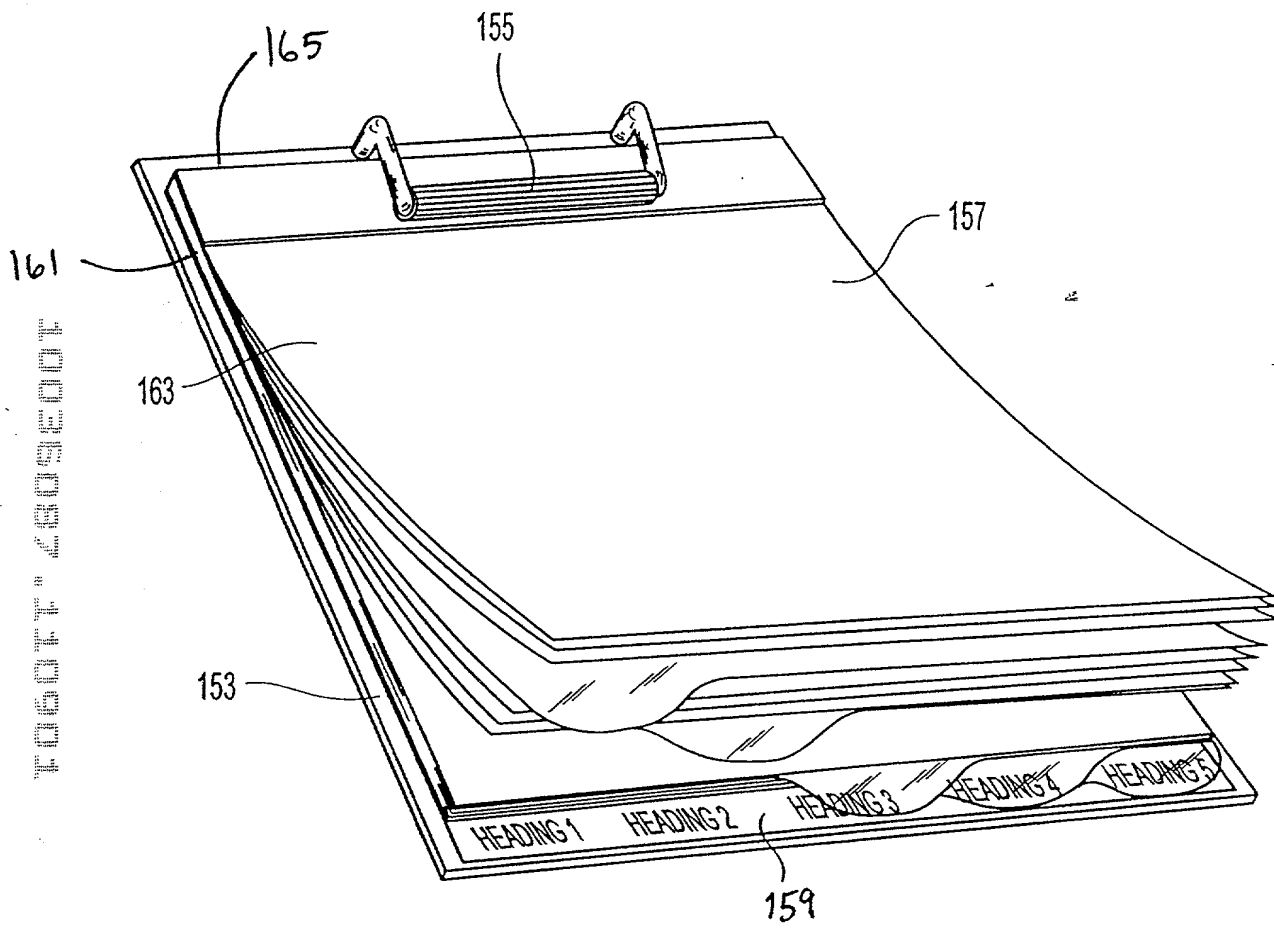


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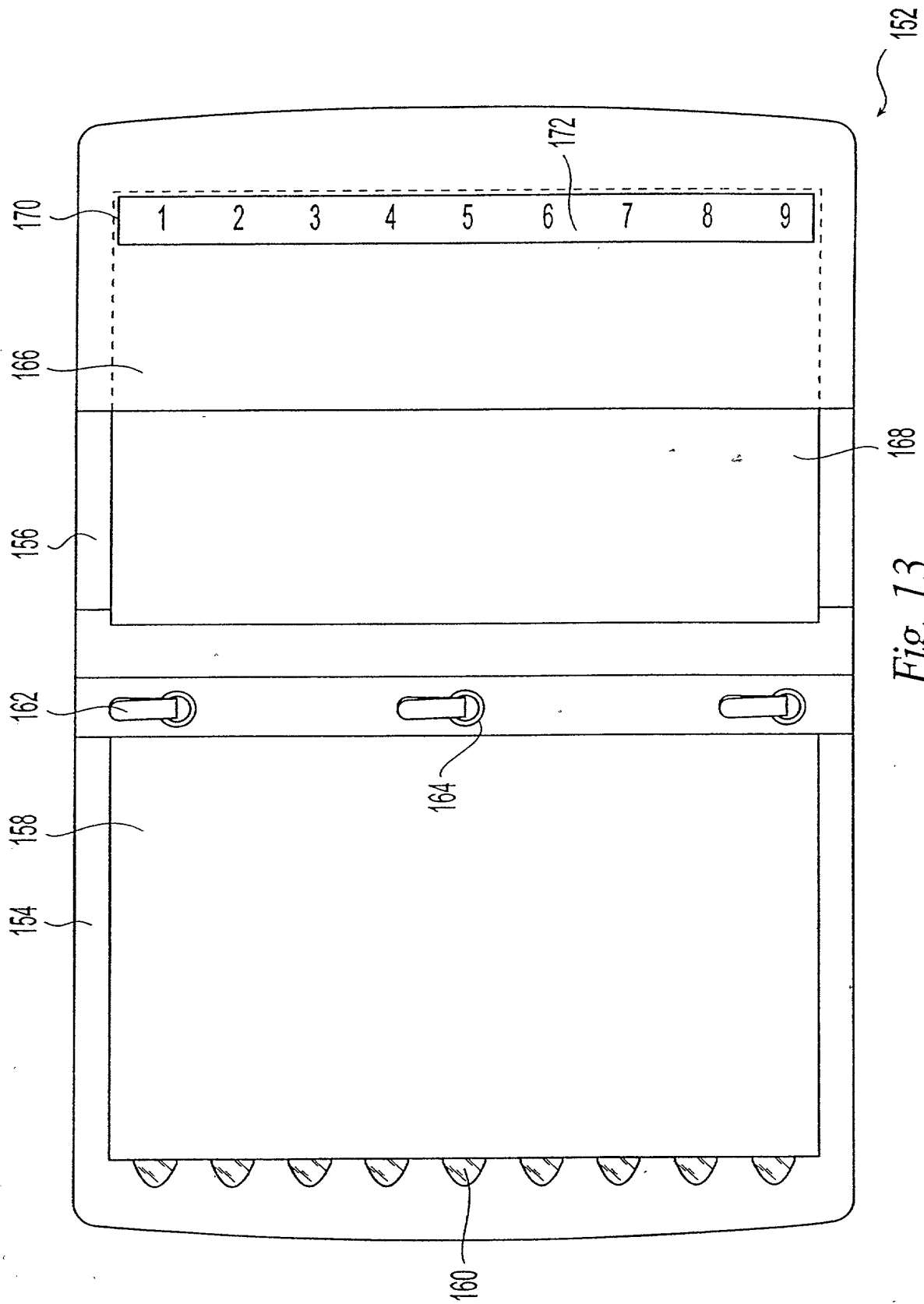


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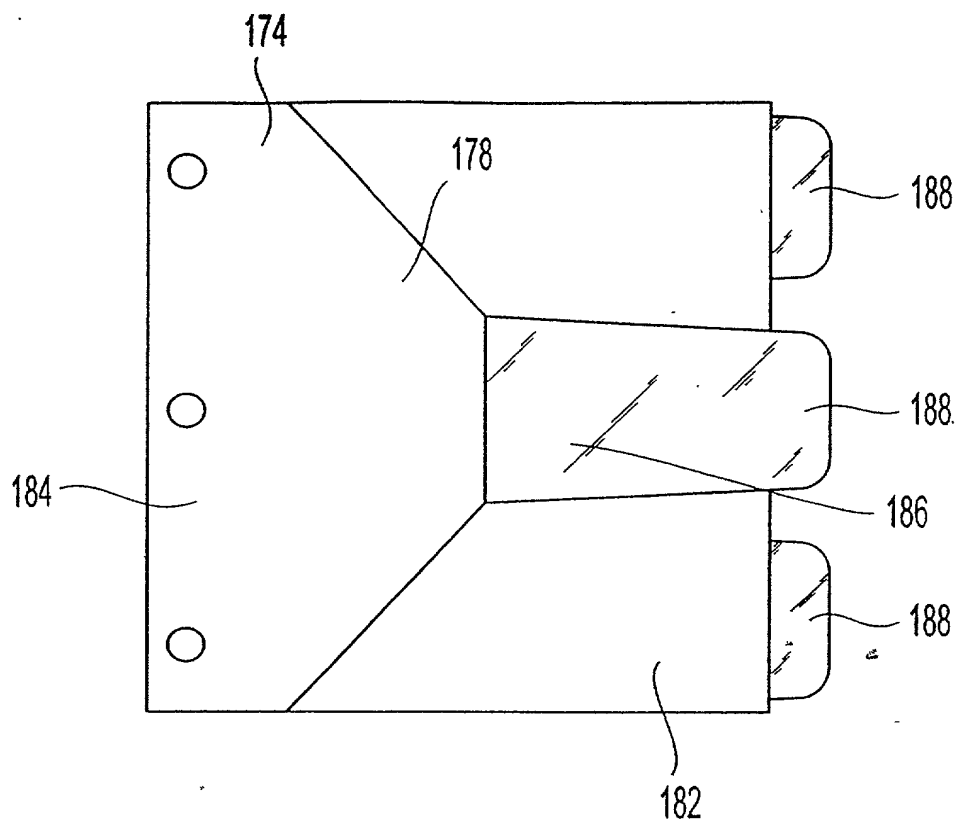


Fig. 14

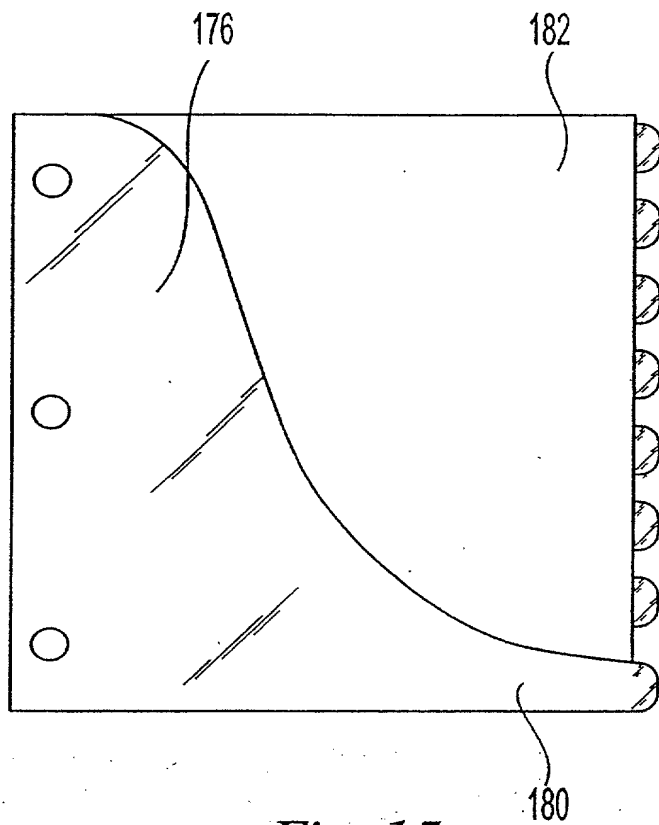


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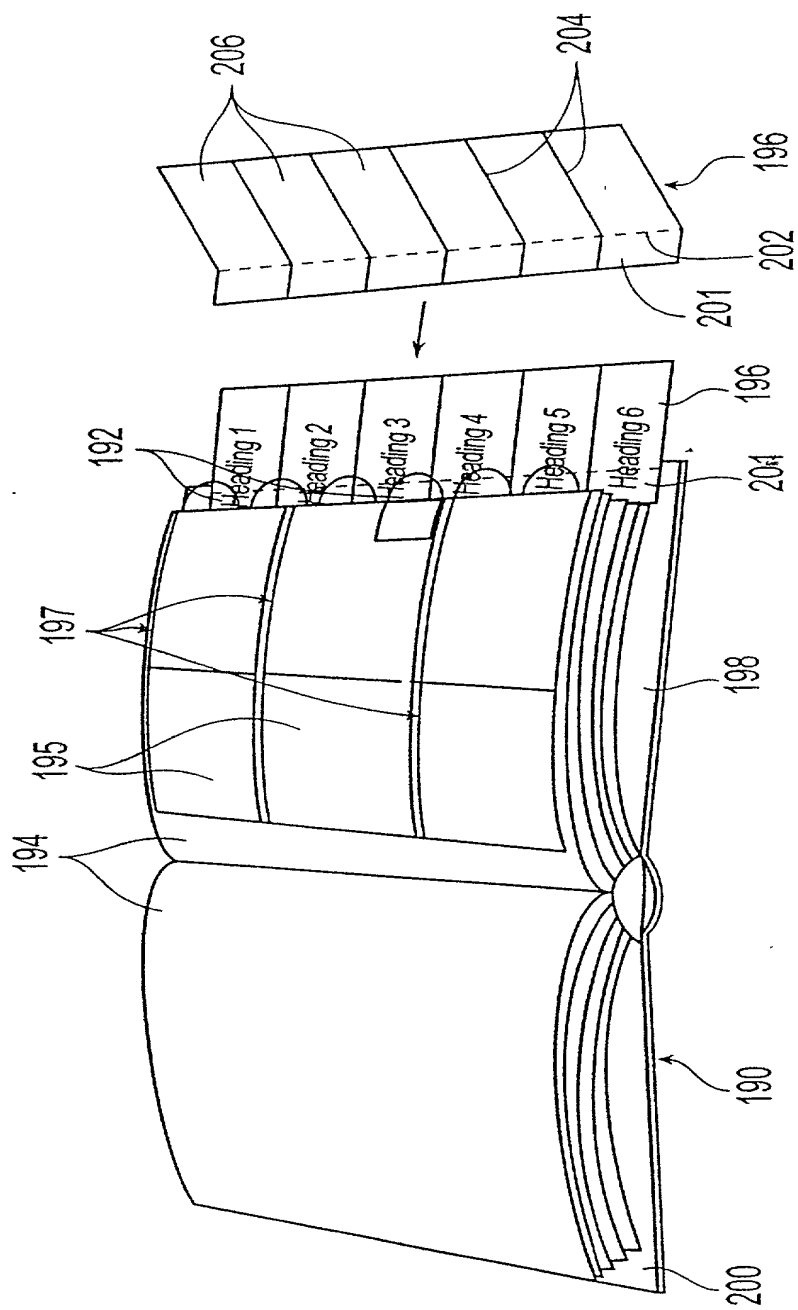


Fig. 16

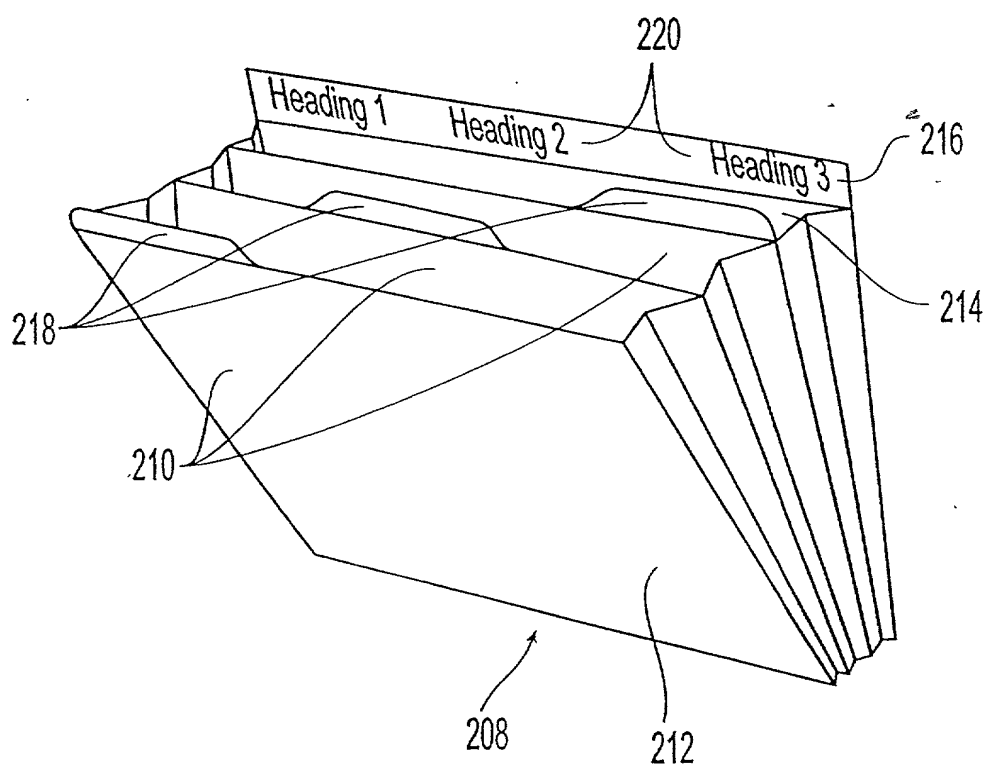


Fig. 17

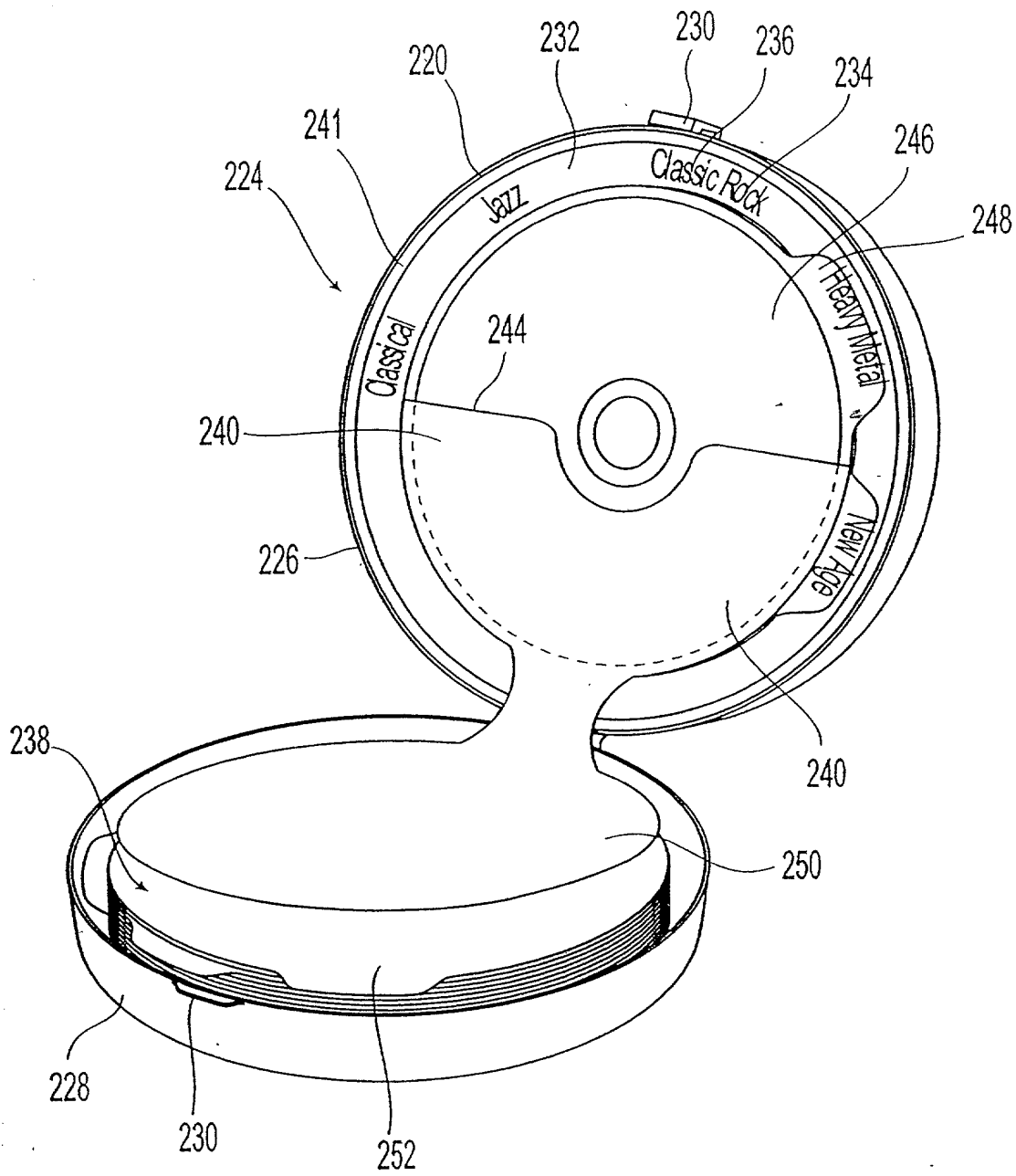


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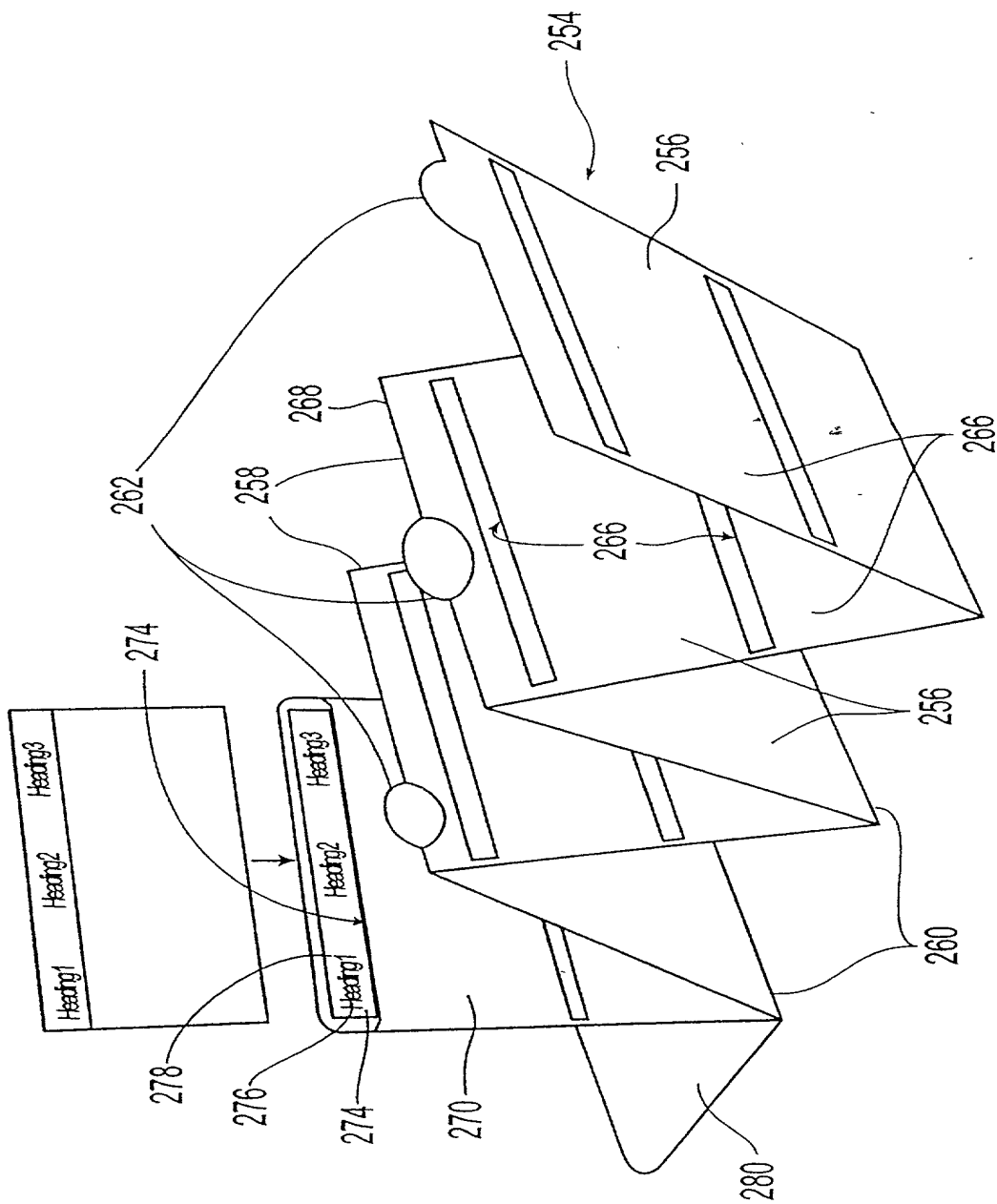


Fig. 19

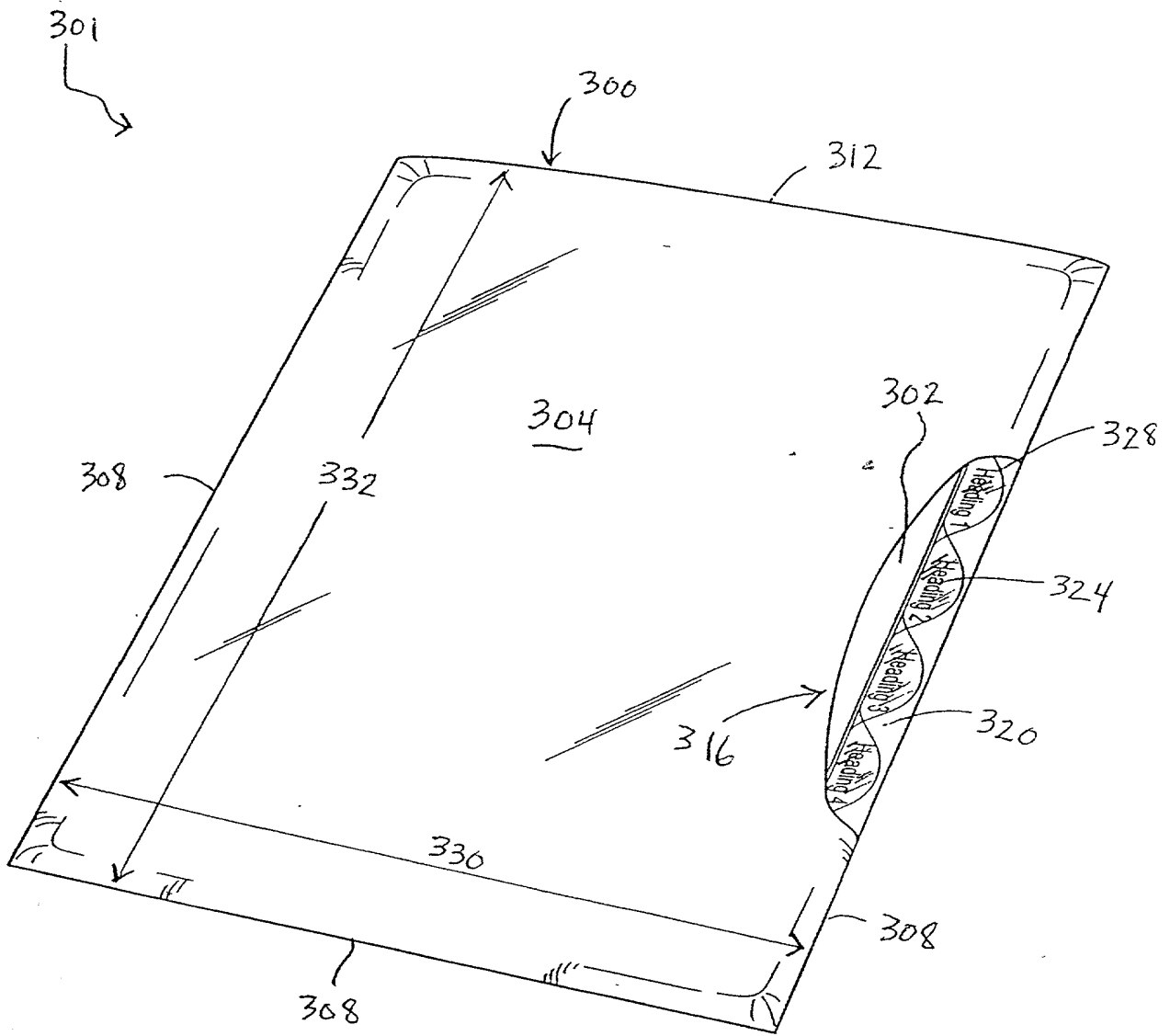


Fig. 20

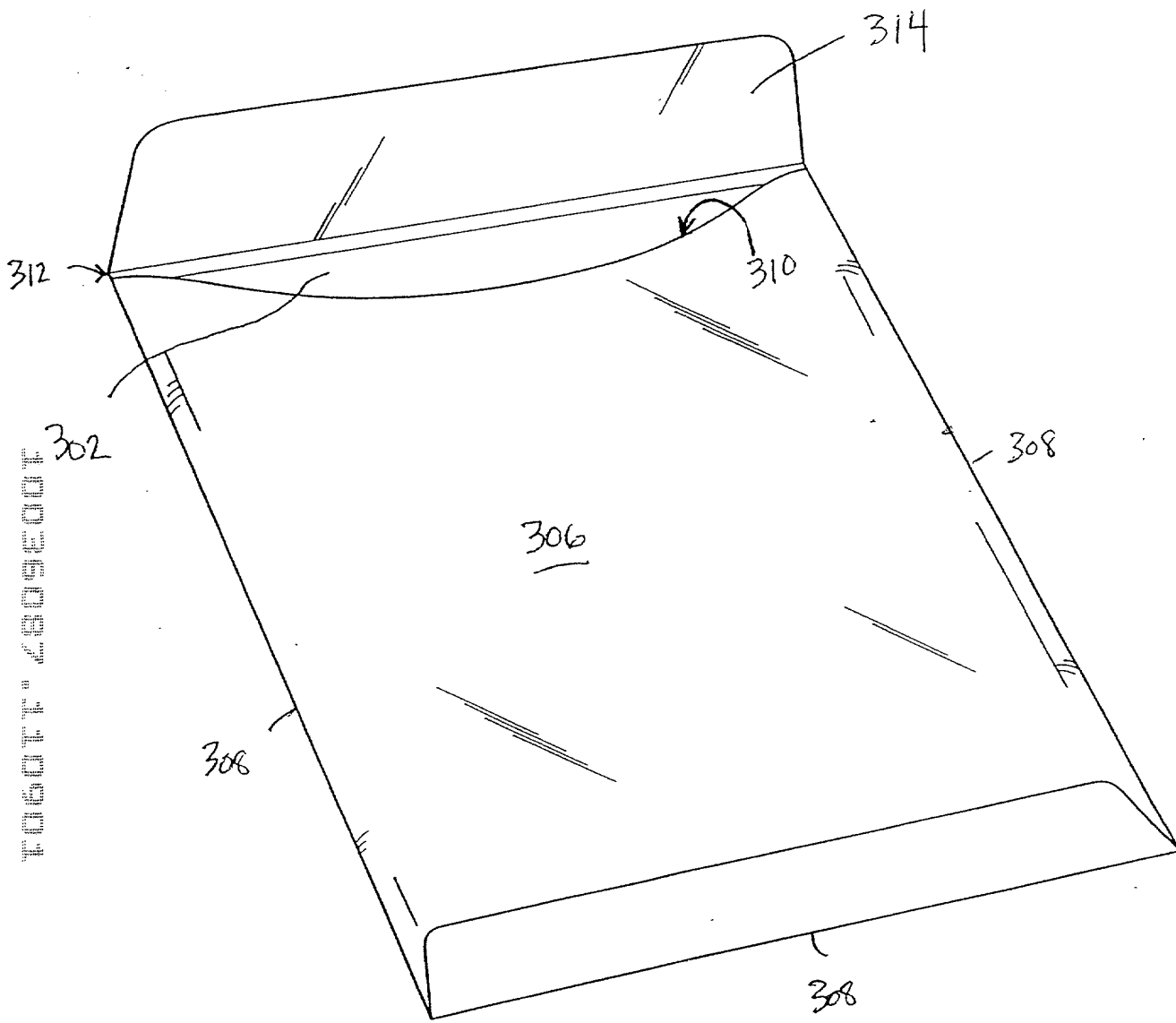


Fig. 21

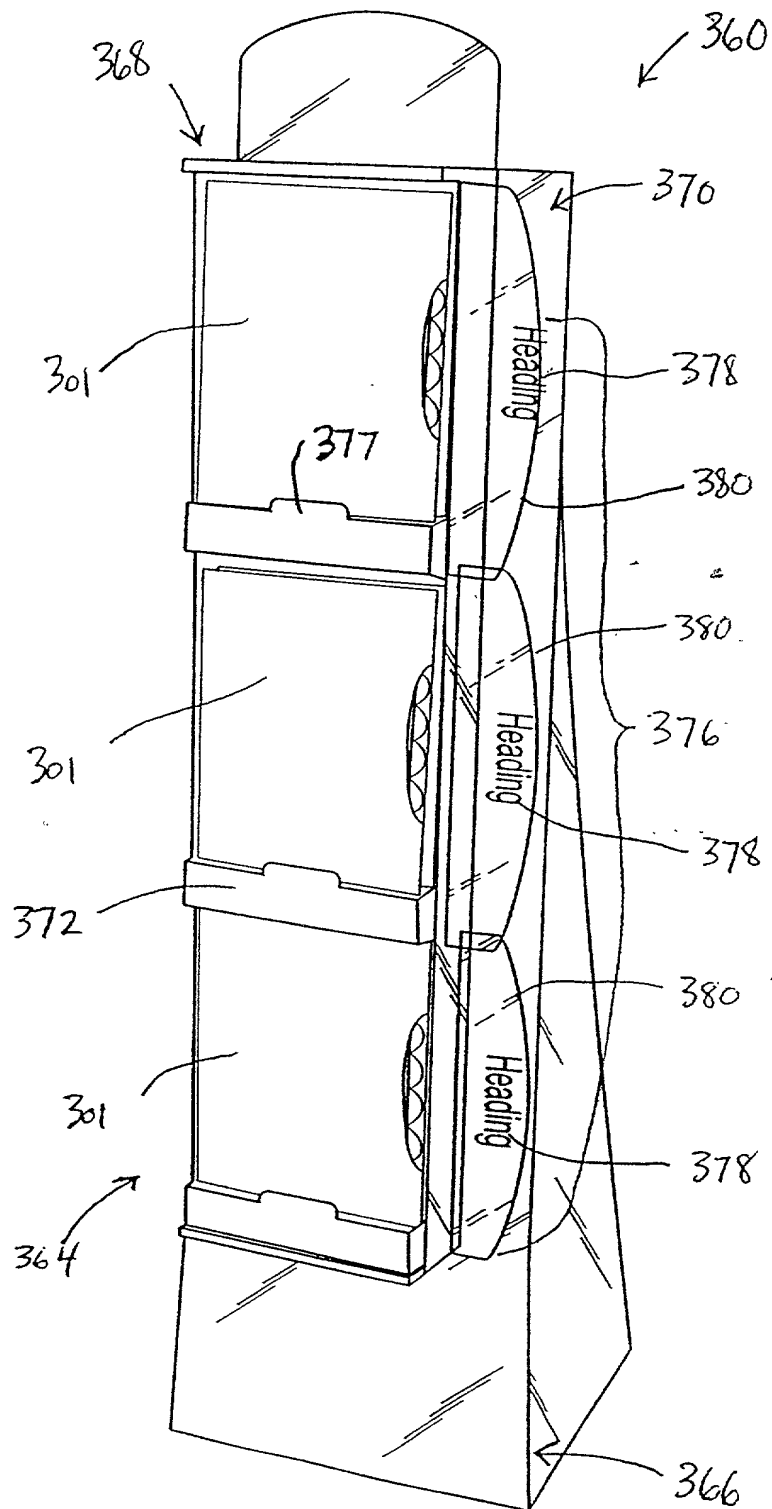


Fig. 22

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Fig. 23

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 Note: The following templates require that you have either Microsoft Word or Corel Word Perfect on your computer. If you do not have access to either program, see the FAQ section for instructions on how to save to disk.

1. Select a design from the samples shown.
2. Locate the word processing software you use - (Word or Word Perfect.)
3. Click the number of tabs desired-either 5 or 8 to automatically open the template. (Note: Depending upon your Internet browser, you might get a window asking you to save or click to continue. Do not be alarmed. Click to continue)
4. Enter Your Information -After your template opens, simply click on the fields in the table of contents page (Page 1) to update them. Fields on your tab title's page (page 2, which will go into the back of your binder) will update automatically.
5. Print your documents (both pages) on the 8-1/2" x 11" paper of your choice. Three-hole punch the table of contents sheet (page 1) and place in the front of your binder behind the protective cover sheet. Insert the tab title sheet (page 2) in the title page holder at back of binder.
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**Business Design 1**

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Fig. 24

10036087, 110901

414

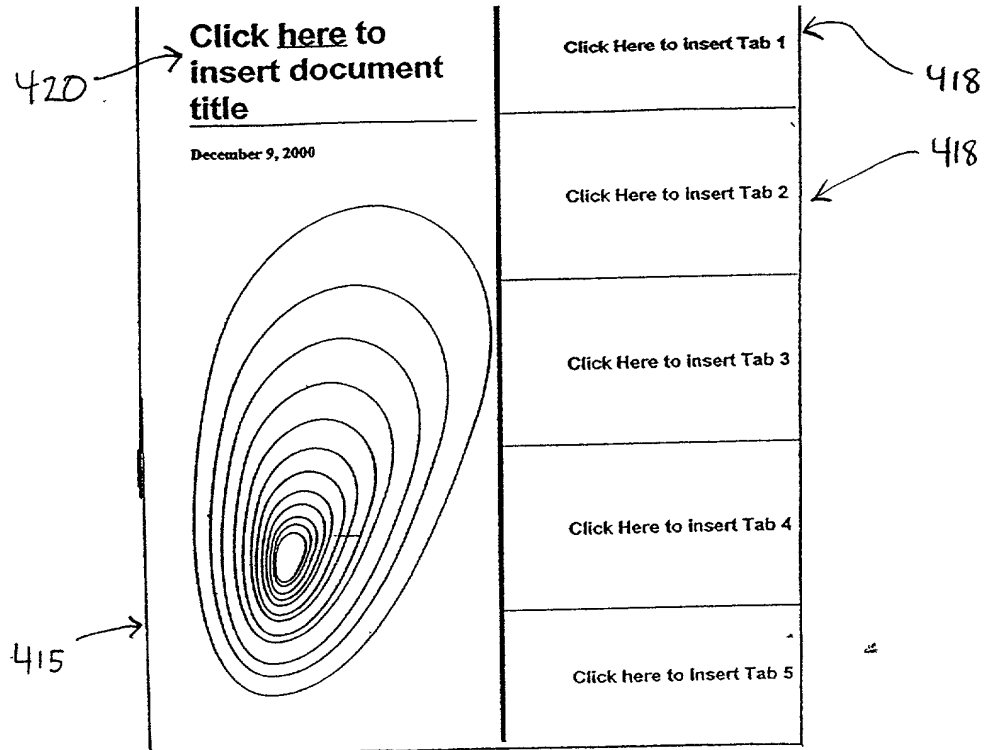


Fig. 25

